

[Company Name]

HR Investigation Report Template

Date: _____

Investigation Authorized By: [Name and Designation] _____

Investigator Name: [Name and Designation] _____

Subject of Investigation: [Name and Designation] _____

Start Date of Investigation: [Date] _____

INCIDENT SUMMARY	
Incident Reported By:	[Name and Designation]
Incident Reported On:	[Date]
Incident Reported To:	[Name and Designation]
Incident Summary:	[A summary of the incident]

PROCESS OF INVESTIGATION	
Relevant company policies that were followed:	[Mention relevant company procedures that was used to conduct the investigation]

Evidence collected:	
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Number of Witness Interviewed: _____

Witness Name and Designation	Witness Statement

Other Relevant Information: [Any other relevant findings specific to the matter]

FINDINGS OF THE INVESTIGATION	
Facts Supported by Physical Evidence:	[Summarize the facts that are supported by

	<i>physical evidence like records, written conversation etc]</i>
<i>Facts Supported by Witness Statements:</i>	<i>[Summarize the facts that could be derived from witness statements]</i>
<i>Facts Established:</i>	<i>[Facts that could be concluded from evidence and witness statements]</i>

FURTHER COURSE OF ACTION

Recommended Course of Action:

Further Justification for Recommendation:

Name of Investigator:

Signature of Investigator and Date